

**MEWARN**  
**Steering Committee Meeting Minutes**  
**January 14, 2016 at 10 am**  
**Maine Emergency Management Agency (MEMA)**  
**45 Commerce Drive, Augusta**

**Attendees:**

Ray Lussier, Paris Utilities District  
Phyllis Rand, Greater Augusta Utility District  
Bruce Gardiner, Bath Water District  
Herb Kronholm, Searsport Water District  
Norm Labbe, Kennebunk, Kennebunkport & Wells Water District (phoned-in)  
Jim Leighton, Limestone Water and Sewer District (phoned-in)  
Noah Emery, York Water District (phoned-in)  
Dan Wells, Winthrop Utilities District  
Scott Hesseltine, Lincoln Sanitary District  
Roger Crouse, Maine Drinking Water Program  
Sara Flanagan, Maine Drinking Water Program  
Sterling Pierce, Maine Department of Environmental Protection  
John Burbank, Maine Emergency Management Agency (phoned-in)  
Garret Hubbard, Maine Emergency Management Agency  
Mike Grant, Maine Emergency Management Agency  
Art Astarita, Rural Community Assistance Partnership  
Kirsten Hebert, Maine Rural Water Association  
Tom Bahun, Maine Rural Water Association

Ray opened the meeting at 10:07am

Jim Leighton made a motion to approve the minutes of the September 10, 2015 meeting.  
Phyllis seconded the motion. Unanimous vote.

Ray reviewed the draft revisions to the Operational Plan. Objective of the revisions are to remove all references to response teams. Dan made a motion to remove the repose team verbiage as indicated in the draft. Jim seconded the motion. Unanimous vote.

Managing this revision and records retention will be discussed at the next meeting.

Sara discussed changes to the MEWARN website. The site is no longer hosted by Quantum Dynamics. It is now hosted by DHHS but can still be accessed by [www.mewarn.org](http://www.mewarn.org). The site no longer has a membership area with member system details, contact information and searchable resources (equipment & personnel). The site contains: General information - "About MEWARN"; A general listing of the MEWARN members that can be displayed by County; "Related Links" that includes the MEWARN agreement, Ops plan and FEMA training and; "How to Contact MEWARN" which is directed to Sara. Sara will keep the site updated. There was some discussion about bringing the site/link to the forefront of various sites. Since MEWARN's info utilizes the original domain, nothing has changed re: one's ability to access.

There was a brief discussion about the MEWARN sponsor/vendor webpage. Since it is no longer needed, Tom will take down the site.

Garrett Hubbard, Homeland Security Program Manager, discussed the importance of critical infrastructure stability/protection including water & wastewater utilities. MEWARN could serve as a consultative role to help identify protection gaps and specific threats and vulnerabilities. This info could be pulled into the Maine Information and Analysis Center/Fusion Center. Roger mentioned the loss of electrical power from extreme weather events (e.g. ice storms) as vulnerability and the need to establish higher priorities to restoring lost electrical power.

Roger reviewed the six month DWP contract with MRWA to provide water systems with emergency preparedness technical assistance and provide MEWARN with admin support (e.g. schedule meetings, provide notices and take meeting minutes). The technical assistance will be performed through direct interactions with utilities.

Kirsten announce MRWA's grant award from MEMA under the Emergency Management Performance Grant (EMPG) Program. Deliverables include on-sight technical assistance, regional meetings, 24 hours call-for-help phone line, assist members with locating resources, participate in EOC briefings and update MEWARN members, maintain communications with DWP, DEP, MEMA and MEWARN members on MEWARN status and activities. She noted that all attendees and participants would be asked to account for their time, as there is an "in kind" match under the EMPG. Items such as the fully loaded hourly rate inclusive of benefits and travel time, mileage etc. could be used to offset the in kind match.

Sterling indicated he wished he could offer financial support with the MEWARN efforts although DEP has lost the technical assistance grant.

Tom described the Androscoggin River Chemical Spill Workshop/Orientation being held on January 21, 2016 and the Androscoggin River Chemical Spill Tabletop Exercise being held February 2, 2016. Both events will be held at the Topsham Public Safety Building.

Herb Kronholm explained how posted "Water Protection Zone" signs benefited Searsport Water District during an actual chemical spill event within their water protection zone.

Sara explained the planned use of the Health Alert Network (HAN) to provide messaging to Maine water and wastewater systems when needed. DWP has taken the lead with utilizing HAN and with gathering contact information. Sara is currently working with DEP to obtain wastewater contact information. Sterling will provide this info to Sara by the end of next week.

There was a lengthy discussion on the need for utilities to obtain and/or be refreshed with ICS and NIMS training. Mike Grant and Ray reviewed the "NIMS/ICS Minimum Training Requirements for Maine by position" table. Public Utility Workers should have IS 100/700 and Public Utility Managers should have IS 100/700 and 200.

Kirsten described recent utility requests for help with planning/preparing for the loss of key personnel (e.g. utility superintendent). The question is *how can MEWARN help?* It was agreed to hold this discussion and add as an agenda item for the next meeting.

There was a brief discussion about the need for utilities to be able to provide three (3) days of food/housing to their employees during emergency events. Utilities should also assist with

efforts to help personnel secure their homes/family during emergencies. Ray mentioned utilities should exercise their ERPs and update as needed.

The discussion of Steering Committee membership needs and assigning recruitment task was tabled until the next meeting.

Next meeting will be April 28, 2016 from 10:00 am – 12:00 pm. Tom will attempt to secure Lewiston Public Service's training room for the meeting.

Meeting adjourned 12 pm.